



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Job Description **Licensing Enforcement/HPU** **Abandoned Records Clerk**

This position is responsible for data entry of detailed information/data submitted on consumer complaint forms to CPD (Consumer Protection Division). This includes complaints for General Consumer, Medical Licensing and Professional Licensing.

Responsibilities include, but are not limited to:

- Serve as the Public Records/State Archive Coordinator for all sections of Consumer Protection Division (Consumer, Medical and Professional Licensing)
- Maintain constant organization of 12,000 new files each year in addition to the previous year's files in numerical order
- Prepare and inventory all boxes of files for public record storage
- Input data into Time Matters to indicate exact location in storage
- Point person for retrieving from public record storage
- Responsible for tracking retrieved files and returning to the public record storage
- File papers in closed cases still in office
- Scan loose documents into Time Matters once the file has been archived
- Co-ordinate the pick- up schedule of boxes for storage with outside agency
- Track files with IN and OUT cards
- All other duties as assigned

Requirements:

- High School Diploma
- Computer experience to include Excel, Microsoft Word and data entry skills
- Excellent organizational skills
- Self-starter able to work independently and accurately
- Able to track and meet deadlines
- Able to lift 25 pounds
- Good verbal communication with internal and external customers